

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAMS: VICTIM / WITNESS ASSISTANCE & STIMULUS GRANTS
PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

Grant Award No.	VW09230200, VS09010200, RV09010200		
Date of Site Visit	7/19/10		
Recipient Name	Madera County		
Implementing Agency	Community Action Partnership of Madera County, Inc.		
Project Title	Victim/Witness Assistance Program		
STATE (VWA) VW\$106,348, \$VS\$0, RV\$0	VOCA VW\$88,677, VS18,159, RV\$0	VAWA \$VW\$0, VS\$0, RV\$22,213	
Grant Period 09/10			
Address 1225 Gill Ave, Madera, CA 93637			
Project Director: Tina Figueroa, Project Director			
Financial Officer: Donna Tooley, Financial Officer			
Project Coordinator: Tina Figueroa, Project Coordinator			
PERSONS INTERVIEWED DURING SITE VISIT			
NAME	TITLE	TELEPHONE #	
James Chandler	Fiscal Officer	559-675-5700	
Irene Yang	Human Resource Director	559-675-5766	
Patricia Helton	Advocate	559-661-1000	
Mary Aziz	Advocate	559-673-9173	
SIGNATURES		DATE	
Cal EMA Program Specialist:			
Cal EMA Section Chief:			
Project Representative			

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SUPPLEMENTAL PROGRAMMATIC REVIEW

1. MANDATORY SERVICES

a. Crisis Intervention

(1) Provide in person/telephone contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide crisis intervention and arrange for needed services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b. Emergency Assistance

(1) Arrange emergency assistance within the first 24 hours after initial contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written procedures in place for disbursing funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) OA(s) on file with service providers (i.e. shelters)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

c. Resource and Referral Assistance

(1) Provide non-emergency referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

d. Direct Counseling

(1) Provide in person or telephone guidance and/or emotional support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If counseling is provided, it is at a level that does not require a licensed professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) If counseling is referred, OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

e. Victims of Crime Claims

(1) Assist clients in preparing applications for compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Advocate is aware their role does not include determination of eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Is a joint Powers unit locally located	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In San Joaquin County

f. Property Return

(1) Assist in the return of property held as evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If property cannot be returned, an explanation is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)

1. MANDATORY SERVICES (Continued)

g. Orientation to the Criminal Justice System

(1) Provide information on the location, procedures, and functions of local criminal justice agencies



(2) Written material/brochures are available in languages appropriate to local ethnic needs



h. Court Escort

(1) Provide physical accompaniment during court appearances



(2) Provide physical accompaniment during interviews with law enforcement and prosecution



i. Presentations and Training for Criminal Justice Agencies

(1) Conduct informational presentations regarding resources available through V/W Centers



(2) Conduct informational presentations explaining the rights and needs of victims



j. Public Presentations and Publicity

(1) Promote public awareness of V/W services through public media



(2) Conduct presentations to victim service organizations and community groups



(3) Participate in Victims' Rights Week



k. Case Status/Case Disposition

(1) Advise victim of the progress and disposition of case



(2) Assist victim with preparing Victim Impact Statements



l. Notification of Family/Friends

(1) Notify victim's relatives and/or friends of the occurrence of the crime



m. Employer Notification

(1) Notify employer that client was a victim/witness to a crime



(2) Encourage employer to minimize any loss of pay or other benefits



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SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)

1. MANDATORY SERVICES (Continued)

n. Restitution

(1) Assist in obtaining restitution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2. OPTIONAL SERVICES

(1) Employer Intervention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Creditor Intervention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No requests for intervention
(3) Child Care Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Witness Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No requests have been made
(5) Funeral Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
(6) Crime Prevention Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Witness Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(8) Temporary Restraining Order (TRO) Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(9) Transportation Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(10) Court Waiting Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

3. AGENCY ORGANIZATION

a. Facility

(1) V/W Center is open during normal business hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Waiting Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Private Interview Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

b. Personnel & Organization

(1) Reporting lines of Authority are consistent with the Project Contact Information form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Authorization for additional signature authority is current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Evidence of completion of 40 hour Entry-Level Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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c. Personnel & Organization (Continued)

(4) Evidence of completion of Advance Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(5) Evidence of completion of Coordinator's Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Volunteers utilized as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Utilize functional time sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Additional Comments / Notes:

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Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW -- STIMULUS GRANTS ONLY			
(1) Does the timesheets for staff charged to VS grant match Hours Worked by Position monthly reports?	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Does the timesheets for staff charged to RV grant match Hours Worked by Position monthly reports?	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Does the Grantee have documentation supporting new or retained position(s) claimed in the VS grant?	<input type="checkbox"/>	<input type="checkbox"/>	
(4) Does the Grantee have documentation supporting new or retained position(s) claimed in the RV grant?	<input type="checkbox"/>	<input type="checkbox"/>	
(5) Does the Grantee have receipt documentation showing brochures or other purchased items (computers, monitors, etc.) were from "Buy America" business concerns?	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Comments / Notes:			